

**NAS Pensacola Partnering Team Meeting Minutes  
February 12 & 13, 2008  
Pensacola Beach, Florida**

**ATTENDEES:****Team Members:**

|                       |            |
|-----------------------|------------|
| Patty Marajh Whitmore | NAVFAC     |
| Tracie Bolaños        | FDEP       |
| Brian Caldwell        | Tetra Tech |
| Greg Campbell         | NASP PWD   |
| Greg Wilfley          | CH2M Hill  |
| Gerry Walker          | TtNUS      |
| Greg Fraley           | USEPA      |

**Support Members:**

|                   |                         |
|-------------------|-------------------------|
| Rich May          | TtNUS                   |
| Allison Harris    | Ensafe                  |
| Stephanie Carroll | Mgmt Edge - Facilitator |

**Guests**2<sup>nd</sup> day

|                  |           |
|------------------|-----------|
| Chris Hood       | CH2M Hill |
| Hector Hernamdes | CH2M Hill |

**1. 1<sup>st</sup> Day Check In/Opening Remarks/Resource Sharing/Head Count and Proxies/Guests/Review Ground Rules & Charter/Review Consensus Items & Action Items & Parking Lot/Approve Minutes**

The Partnering Team completed check in and then reviewed the Team Charter and Ground Rules. The Team then reviewed consensus items, updated the Action Item List, and reviewed the parking lot items. The updated Action Item List is attached.

**Consensus Item 01 – Team approved the December 4 and 6, 2007, Meeting Minutes.**

**2. Break**

**3. Facilitator Training - Stephanie**

Stephanie led the team through an exercise on “Systematic Problem –Solving”. The steps for the Systemic Problem-Solving include:

1. – Identify the problem
2. – Identify the goal of the problem-solving exercise
3. - Analyze the problem
4. – Brainstorm potential solutions
5. – Evaluate solutions
6. - Create an action plan
7. - Troubleshoot the plan
8. - Monitor & evaluate

Stephanie led the team through Steps 1 through 3 during this meeting and will continue with the next steps at the next meeting. The problem identified and used during the exercise was “schedules are not being met”. After the problem was identified, she broke the Partnering Team into two groups, and one team used “Probing Questions” to analyze

the problem while the second team used a “Fishbone Diagram” to analyze the problem. The exercise will be continued at the next meeting.

**4. Break**

**5. Lunch Break**

**6. Document Priority Table, SCAP, Exit Strategy – Gerry/Patty**

The Team had a lengthy discussion on the current report status of the NAS Pensacola sites. Changes and updates were made to the Document Priority Table, and the revised table is attached. Team discussed maybe starting a Gantt chart, but decided to sort the Document Tracking Table instead of using the Excel spread sheet function.

Gerry stressed that the schedule for the OU 2 ROD was very tight and according to the SCAPs should be completed by 6/30/08.

**Action Item A-010208: Greg F. will check with his management to determine if RODs need to be forwarded to EPA headquarters for approval by 2/22/08.**

**Action Item A-020208: Gerry Walker will resend the OU 1 Optimization Study Response to Comments by 2/22/08.**

**Action Item A-030208: Greg F. will update the SCAP by 2/22/08.**

**Action Item A-040208: Gerry Walker will create a sorting function for the Document Priority Table so that the Team can identify priorities in the 3 month, six month, and 1 year time frame.**

**Action Item A-050208: When documents are submitted to the Team, the author will e-mail recipients and indicate the agreed comment or approval dates with the statement: “Roses are red, violets are blue – just wanted to remind you when your comments are due \_\_\_\_\_”**

**7. Break**

**8. OU 2 ROD**

Team reviewed the presentation completed by TtNUS for EPA’s upper management review of the Proposed Plan for OU 2. The presentation is 36 slides long but will likely be cut back by Greg Fraley before the actual presentation.

**9. Day 1 Meeting Closeout**

The Team reviewed action items and consensus items. The team discussed travel plans for the CNO award in Washington DC on June 3, 2008. However, the plans were not finalized and will be discussed again on the second day of the meeting. Then, the group made plans for dinner.

**10. 2<sup>nd</sup> Day Check-In**

The team all reported on their previous nights activities.

## **11. Facility Update**

Greg Campbell gave the Team an update of the current issues at the facility. Items discussed included:

- The petroleum site - Tacon has contamination, and in a week or so he will be submitting a report to Tracie detailing the findings.
- Work continued on Site 782 (the old Power Plant site). Aerostar is the contractor installing wells this week.
- The seawall landscaping project requires soil removal, and Greg had the contractor collect SPLP samples last week. He is currently waiting on the analytical results. Greg also indicated that the Facility is trying to get this in the ERN funded program.
- The facility ditch cleaning work is an issue again. The facility is trying to determine the original elevations and is reviewing “as built” to determine the original ditch profile. Greg is working with FDEP trying to return to the original facility ditch conditions.
- Facility will be changing their employee pay requirements and pay scale soon. All of NAVFAC (actually all of DOD) will be switching over soon.

## **12. Tier II Update**

Rich presented a Tier II update. The most recent Tier II meeting was November 2007. Items discussed included:

- NTC Orlando and NS Cecil Field are working on property transfer issues.
- NAS Whiting Field is working on their FFA.
- Tier II is having ongoing discussions related to the LUC MNAs.
- Tier II is discussing the use and relevancy of ARARs. Specifically, should Chapter 62-777 FAC be included? The Navy ARARs have always included Drinking Water Standards (Chapter 62-520 FAC), but it is not as clear cut for Chapter 62-777, the complete groundwater and soil cleanup target levels.
- Partnering training is upcoming, and Patty is the only one on the Team who will attend.

## **13. Break**

## **14. UST Update – UST Sites 19, 20, and 25**

Chris Hood and Hector Hernandez of CH2M Hill gave presentations concerning Site 19- the Fuel Farm Pipeline, Site 20- the Berthing Pier, and Site 1159 at Bronson Field. The purpose of the presentations was to provide current data to the team and to relay the proposed plan for future actions.

For Site 19 the conclusions included:

- Consensus on proceeding with supplemental sampling
  - Install up to 4 Additional Monitoring Well Clusters
  - Complete up to 3 deep borings for Lithology (Contractor will review lithologic logs from Site 1159 and Site 18 to see if these can be used)

- Path Forward
  - Preparation of a RAP Addendum to address:
  - Change in remediation well layout with reduced number of wells
  - No PHOSter IITM
  - MNA and Source Area Reduction

Tracie requested that if site conditions are right and surface water is present, she wanted 3 to 5 sediment samples collected and analyzed for appropriate parameters.

For Site 20 the conclusions included:

- Preparation of a work plan including
  - Assess wells
    - Replace 5 wells and repair 4 wells
    - Evaluate other wells for abandonment
  - Complete round of sampling followed by monitoring plan
  - Conduct groundwater elevation comparison with surface water
  - Continue use of adsorbent socks and not complete AFVR
- RAP Addendum after 1 year of monitoring
  - Summarize data
  - Outline the path forward and remedy direction

For Site 25 the conclusions included:

- Conduct a synoptic sampling event of site monitoring wells.
- Complete an additional soil sampling event to delineate the contamination at the site using analytical results to close data gaps.
- Install additional monitoring wells (as needed) based on groundwater and soil sampling data evaluation.
- Complete a RAP Addendum for the best applicable remedial alternative(s) based on current and future land use at the site.

A copy of the complete presentation is attached.

## 15. Onboard Document Review

The Partnering Team completed onboard reviews of two documents: The Draft Final Wetland 3 Flow Control Reconnaissance Phase Work Plan and the OU 1 Annual Monitoring Report.

Tracie and Greg F. will send an e-mail to the Team with comments or approval of the two documents completed in the onboard review..

**Action Item A-060208: Tracie and Greg F. will send an e-mail detailing comments/approval for the on-board review of the draft final Wetland 3 Flow Control Reconnaissance Phase Work plan by 2/22/08.**

**Action Item A-070208: Tracie and Greg F. will send an e-mail detailing comments/approval for the on-board review for the OU 1 Annual Monitoring Report by 2/22/08.**

**16. Parking Lot Issues**

Team discussed outside contractor access to the IR Portal and decided that instead of open access, any document requests would be addressed on an individual request basis by posting to a public FTP site. One reason stated for this was that all contractors currently with access to the IR Portal are already bound by “nondisclosure” statements that other contractors may or may not have ratified.

**17. Meeting Closeout**

Team reviewed the Action Items and the Consensus Items from the meeting. They discussed the meeting schedule and a proposed agenda for the next meeting. The Team then completed the plus – delta received the Facilitator’s evaluation of the meeting.

Team confirmed the previous decision to hold monthly telecom calls on the second Monday of each month from 2:00 to 3:00.

**The team completed a meeting evaluation.**

**Plus**

Food in the room  
Location and meeting space  
Good communication  
Process discussion  
Rich’s presence as Tier II  
Team’s integration of Patty as new RPM  
UST sites update  
Greg’s presence

**Delta**

Food vanished too quickly  
Bill not present

**Facilitator Evaluation of the Team**

**Positives:**

- Good agenda and participation
- Good discussion on UFP QAPP
- Good support of Team members
- Restating of original discussion topics to refocus

**Areas to work on:**

- None

|  |   |
|--|---|
| <b>New Consensus Items from February 12 &amp; 13, 2008</b> |   |
| 1  | Team approves the NAS Pensacola Partnering Team Meeting Minutes from the December 4 & 5, 2007, Meeting. |
|  |   |

| Action Item No.             | Responsible Party | Status  | Due Date | Action Item  |
|-----------------------------|-------------------|---------|----------|--|
| <b>Ongoing Action Items</b> |                   |         |          |  |
| A-050305                    | Team              | Ongoing |          | Team needs to review the Document Tracking and Priority Table to hit document due dates. |
| A-070305                    | Gerry             | Ongoing |          | Gerry will update the Document Tracking and Priority Table.                              |

|  |                    |           |              |   |
|--|--------------------|-----------|--------------|---|
| <b>New Action Items from December 4, 2007, Meeting</b>           |                    |           |              |   |
| A-011207   | Tracie/<br>Greg F. | Working   | 12/19/07     | Tracie and Greg F. will e-mail the Team, approval of the draft final remedial design for OU 13 within 2 weeks.                                  |
| A-021207   | Greg F.            | Completed | 1/1/08       | Greg F. will update the SCAPs report to reflect a completion date for the remedial design for OU 11 to March 2009 by 1/1/08.                    |
| A-031207   | Greg F.            | Completed | 12/6/07      | Greg F. to send out approval or comment letter for Site 43 Feasibility Study by 12/6/07   |
| A-041207   | Tracie             | Completed | 12/30/07     | Tracie to send e-mail approval of quarters 1 and 2 for the UST Site 14 Quarterly monitoring reports by 12/30/07                                 |
| A-051207   | Greg W.            | Completed | 12/30/07     | Greg W. will check on the Optimization Study for Sites 19, 20, and 25 by 12/30/07.  |
| A-061207   | Bill               | Completed | 12/6/07      | Bill to check on the status of site 1120 for the exit strategy by 12/6/07   |
| A-071207   | Gerry              | Completed | Pre-telecom  | Gerry will create an agenda for the next Team teleconference to include an update on the SCAP and Exit strategy by telecom.                     |
| A-081207   | Gerry /<br>Greg W. | Completed | 12/06/07     | Gerry and Greg W will check on the distribution of the final CNO award and make sure that the documents are posted to the IR Portal by 12/6/07. |
| A-091207   | Allison            | Completed | 12/06/07     | Allison will send out an electronic copy of the FFA to the Team.  |
| <b>New Action Items from February 12 &amp; 13, 2007, Meeting</b> |                    |           |              |   |
| A-010208   | Greg F.            | Working   | 2/22/08      | Greg F. will check with agencies to determine if ROD needs to be forwarded to Headquarters for approval by 2/22/08.                             |
| A-020208   | Gerry              | Working   | 2/22/08      | Gerry Walker will resend OU 1 Optimization Study Response to Comments by 2/22/08.   |
| A-030208   | Greg F             | Working   | 2/22/08      | Greg F. will update the SCAP by 2/22/08.  |
| A-040208   | Gerry              | Working   | Next meeting | Gerry Walker will create a sorting function for the document priority Table so that the Team can identify                                       |

|          |                 |         |         |  |
|----------|-----------------|---------|---------|--|
|          |                 |         |         | the priority in the 3 month, six month, and 1 year time frame.   |
| A-050208 | Gerry & Team    | Ongoing |         | When documents are submitted to the Team, the author will e-mail recipients and indicate the agreed comment or approval dates with the statement: "Roses are red, violets are blue – just wanted to remind you when your comments are due _____" |
| A-060208 | Tracie & Greg F | Working | 2/22/08 | Tracie and Greg F. will send an e-mail detailing comments/approval for the on-board review of the draft final Wetland 3 Flow Control Reconnaissance Phase Work Plan.   |
| A-070208 | Tracie & Greg F | Working | 2/22/08 | Tracie will send an e-mail detailing comments/approval for the OU 1 Annual Monitoring Report .   |
|          |                 |         |         |  |

**Parking Lot:**

- None

**Pensacola Partnering Meeting Agenda  
May 28 and 29, 2008  
Jacksonville, Florida**

**Leader: Brian Caldwell  
Scribe: Gerry Walker  
Timekeeper: Tracie Bolanos**

|  | <b>Item</b> | <b>Description</b>   | <b>Presenter</b> | <b>Time</b>   | <b>Category</b> |
|--|-------------|--|------------------|---------------|-----------------|
|  | <b>1</b>    | 1 <sup>st</sup> Day Check-In/Opening Remarks/Resource Sharing/Head Count and Proxies/Guests/Review Ground Rules & Charter/Review Consensus Items, Action Items & Parking Lot/Approve Minutes | Brian            | 8:30 – 9:30   | Info            |
|  | <b>2</b>    | Break  | Team             | 9:30 – 9:45   | Needed          |
|  | <b>3</b>    | Partnering Training  | Stephanie        | 9:45 – 11:15  | Info            |
|  | <b>4</b>    | Break  | Team             | 11:15 – 11:30 | Needed          |
|  | <b>5</b>    | Document Priority Table, SCAP, and Exit Strategy   | Gerry            | 11:30 – 12:00 | Info            |
|  | <b>6</b>    | Lunch  | Team             | 12:00 – 1:30  | Info            |
|  | <b>7</b>    | Continue Document Priority Table, SCAP, and Exit Strategy  | Gerry            | 1:30 – 2:30   | Info            |
|  | <b>8</b>    | OU 1 Optimization Study/ Site 41 (UFP SAP)   | Gerry            | 2:30 – 3:00   | Info            |
|  | <b>9</b>    | Break  | Team             | 3:00 – 3:15   | Needed          |
|  | <b>10</b>   | OU 2 ROD   | Gerry            | 3:15 – 4:15   | Info            |
|  | <b>11</b>   | Sites 44, 45, and 46 Update  | Gerry            | 4:15 – 4:45   | Info            |
|  | <b>12</b>   | 1 <sup>st</sup> Day Meeting Closeout – Review Action Items/Consensus Items   | Brian            | 4:45 – 5:00   | Info            |
|  |             |  |                  |               |                 |
|  | <b>13</b>   | 2 <sup>nd</sup> Day Check In   | Brian            | 8:00 – 8:15   | Info            |
|  | <b>14</b>   | Facility Update  | Greg C.          | 8:15 – 8:30   | Info            |
|  | <b>15</b>   | Tier II Update   | Earl             | 8:30 – 8:45   | Info            |
|  | <b>16</b>   | Site 41 Remedial Alternatives  | Allison          | 8:45 – 9:45   | Info            |
|  | <b>17</b>   | Break  | Team             | 9:45 – 10:00  | Needed          |
|  | <b>18</b>   | On-board Review  | Team             | 10:00 – 11:30 | Info            |
|  | <b>19</b>   | 2 <sup>nd</sup> Day Meeting Closeout – Review Action Items/Consensus Items/Meeting Schedule/Next Agenda/plus - delta/Facilitator Evaluation  | Brian            | 11:30 – 12:00 | Info            |

**Meeting Schedule:**

- Monthly telecom on second Monday from 2:00 to 3:00 in the afternoon
- September 16 & 17, 2008, in Sarasota FL
- December 2 & 3, 2008, in Pensacola, FL (RAB Meeting)